

The application for scientific cruises and the clarification regarding available funding need planning in advance. Specifically, the following actions are necessary:

Action	Content	Timing	Contact
1	Content-related concept of the cruise (e.g., research question and area, duration, work schedule, <i>sample and data management plan</i> , technical requirements on board)		
2	Reconcile concept with head of research unit	About 10 weeks ahead of deadline	Head of research unit
3	Contact with the data management team (and sample curator if applicable) to establish the sample and data management plan. This is to ensure that the necessary resources can be made available or can be applied for	About 10 weeks ahead of deadline	Data management team
4	If large-scale research infrastructure is used: Contact the head of TLZ who will calculate all costs related to the operation (incl. operation-related consumables). This calculation is used for the application for third-party funding at the applicable funding agencies (e.g., DFG)	About 8 weeks ahead of deadline	Head of TLZ
5	Prepare ship time and third party funding proposal and estimate and apply for the necessary resources: a. staff b. travel and transport (includes large-scale infrastructure and technical staff) c. consumables and small-scale infrastructure d. large-scale infrastructure (see 4.) e. sample and data management f. other	About 8 weeks ahead of deadline	Team Third party funding
6	Documented approval of the ship time and third party funding proposal by the head of the research unit	About 2 weeks ahead of deadline	Head of research unit
7	Submission of ship time and third party funding proposal	Timely ahead of deadline	external
8	If applicable send application for the coverage of costs to the Board of directors (for costs related to the central budget or if it was demonstrated that no external funding is available, in accordance with the guideline of the Board of directors from 12 January 2016)	After approval of ship time and third party funding proposal	Board of directors (science coordination)
9	Calculation of specific costs arising for GEOMAR (divided into central budget and share of the research unit, in accordance with the guideline of the Board of directors from 12 January 2016), proposal for decision to the Board of directors		Finance department
10	Decision on the central coverage of cruise costs		Board of directors
11	Feedback to the applicant and head of research unit		Finance department



Procedure for the application and funding of scientific cruises with GEOMAR chief scientists

Board of Directors
Science coordination

after decision of the Board of directors